

DD / S R E G I S T R Y

FILE Personnel 5

DD/S 64-6208



registry

MEMORANDUM FOR: Executive Officer to the Deputy Director
for Support

SUBJECT : Support Officers Development Program

1. I believe the draft of the DD/S Administrative Instruction No. 64-15 on the subject program includes the changes recommended although I do have some reservation regarding the slotting and assignments within my Office. With reference to the individual participant who may wish to point his career toward the Office of Communications from the outset, and who, because of his previous education and experience can be assigned to one of my staffs performing duties relating directly to Communications, I am confident that I can arrange the proper assignment and make available the necessary positions.

2. Concerning those whose ultimate career service designation would be in the field of logistics, personnel, security, finance, or general administration, it appears that their assignments to the Office of Communications as part of their over-all training would best be to positions now encumbered by personnel of their respective career services. This being the case, I believe a better mechanism for slotting in OC might be to earmark a number of positions in my Administration Staff or in the Material Support Branch of my Engineering Staff as positions these trainees could encumber. I believe that in these positions the individuals would have an opportunity to obtain considerable experience from the Logistics, Finance, Personnel, and Administrative viewpoints, as well as obtain a working knowledge of the mission and functions of my Office as a whole.

3. I have selected Mr. [redacted] to be the OC representative on the Support Development Panel. He can be reached on extension [redacted]

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[redacted]
Director of Communications

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I will advise [redacted]
that we will publish the
Admin Instr as is and
will talk with [redacted]
the time comes about this memo. VT